

Mr. Tom Clinton, Commissioner of the Revenue
City of Falls Church
300 Park Avenue, Suite #104E
Falls Church, VA 22046-3351
Phone: (703) 248-5023 Fax: (703) 248-5212
E-mail: commissioner@fallschurchva.gov

City of Falls Church Standard Business Closure Letter

Date: _____

Dear Mr. Clinton,

I have closed or moved (circle one) my business, called _____,
(insert your business name or former business name)

it was trading as _____, and it was previously located at
(insert your trading name or your former trading name)

_____, Falls Church, VA _____.
(insert your former Falls Church City street address)

The business was closed or moved out (circle one) of Falls Church City as of _____.
(insert the business closure or move date)

I am writing this letter to officially notify you that we have ceased operations in Falls Church City. Please
inactivate both my Falls Church City Business License and my Tangible Personal Property Account after I have
paid any outstanding balances on either account.

If you need to contact me in the future, please do so at the following business name and address _____

_____.
(insert your forwarding business name and address, if applicable, or your name and home address)

You can also reach me by phone at (_____) _____ or by fax at (_____) _____.
(insert your area code and phone number) (insert your area code and fax number)

My e-mail address is _____.
(insert your e-mail address)

My name is _____ and my title is/was _____.
(please print your name) (list your title in the company or former company)

Signature: _____ Date: _____.

***Please complete this form and mail or fax it back to the Office of the Commissioner of Revenue at (703) 248-5212 so we may inactivate your accounts. Thank you for helping us update our records.**